

ADMINISTRATIVE-INTERNAL USE ONLY

17 OCT 1972

MEMORANDUM FOR: Mario K. GIORDANO
SUBJECT : Retirement Information Seminar

1. You are cordially invited to attend a Retirement Information Seminar which has been designed for employees who have been notified of their scheduled dates for retirement. The Seminar, consisting of four sessions, will be conducted in the Headquarters Auditorium from 0900 to 1200 on 20, 22, 27 and 29 November 1972. A copy of the agenda is attached herewith.
2. Since the Seminar has much to offer a husband-wife team, spouses are invited to attend. All that is necessary is for the principal to bring the spouse to the auditorium and to contact the Security receptionist at the entrance who will provide a Conference Badge for the spouse. With this Badge, and with the principal as escort, the spouse may also be admitted into the Headquarters Building. The Badge may be turned in at any guard post when leaving the building or the auditorium.
3. A Headquarters Employee Bulletin announcing this Seminar will be issued in the near future. The purpose of that issuance will be to invite other employees (i. e., those not yet scheduled to retire) to attend if they wish to begin their retirement planning at an earlier date. Since it is difficult to predict how many such employees will attend the Seminar, it is suggested that you arrive at the auditorium before 0900 each day to ensure seating.
4. The Retirement Seminar is generally regarded as the opening phase of a person's planning for eventual retirement. I believe it will be to your advantage to take this opportunity to attend and I hope to see you there.

Chief
Retirement Affairs Division

Attachment

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SOURCES METHODS EXEMPTION 3B2B
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2006

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SESSION I

Monday - 20 November
The Meaning of Retirement
Health and Attitudinal Factors
in Retirement

SESSION II

Wednesday - 22 November
Preparing Financial Resources
for Retirement
Avoiding Legal Entanglements

SESSION III

Monday - 27 November
The Prospect for Employment
after Retirement
Tax Planning for Retirement

SESSION IV

Wednesday - 29 November
Volunteer Activities - A Challenge
for Retired Persons
Open Discussion with Panel
of Retirees